



***MICHIGAN DEPARTMENT OF HEALTH  
AND HUMAN SERVICES***

***BUREAU OF LABORATORIES***

**Electronic Test Ordering and Results  
(ETOR) Training  
& User Manual**

v. 10/22/2015

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## ***Introduction***

### **What is ETOR? What isn't ETOR?**

ETOR stands for Electronic Test Ordering and Results system.

ETOR is

- A portal to the State Laboratory Information System for Submitters to enter demographics on specimens being submitted to the MDHHS Bureau of Laboratories, and view/download results for samples that have completed testing in the MDHHS Laboratory and were submitted via ETOR.

The ETOR portal provides:

- A view of sample information
- Package slips to expedite receipt at MDHHS Laboratory
- The ability to track the sample as it flows through the MDHHS Laboratory
- The ability to view and download test results (via pdf file) after testing is completed.

ETOR isn't

- Involved in HL7 messaging
- Designed for the Health Interoperability Exchange programs

### **The LifeCycle of a Sample in ETOR**

A sample submitted via ETOR has a lifecycle as follows.

Sample Status:

1. **(NONE)** – Pre-sample data entry. Once it is saved, it will be "IN PROCESS."
2. **IN PROCESS** - Sample(s) are entered into the ETOR portal.
  - a. A sample's submission data is saved in ETOR. It will appear on the ETOR Search/Package Screen.
  - b. A sample(s) data can be edited within ETOR **until they are packaged.**
  - c. In Process orders can be canceled. The sample status will change to "CANCELED".
3. **SUBMITTED** – Sample(s) have been selected on the ETOR Search/Package Screen, and have been Packaged.
  - a. A package slip will be available for printing to ship to the laboratory with the sample(s). A package slip can contain one or more specimens.
  - b. At this point a sample's data can no longer be edited in ETOR and the order can no longer be canceled
4. **SUBMITTED ACK** – The Laboratory's Information Management System (LIMS) has electronically acknowledged and received the information provided for the sample(s) packaged in ETOR.
  - a. The package of specimen(s) has not yet been received by the Laboratory, but the LIMS has a copy of the sample(s) information submitted in ETOR.
5. **RECEIVED** – The data entry staff at the MDHHS Laboratory have received the package and scanned the barcode on the packing slip. The sample is in the LIMS and is ready to be tested.
6. **COMPLETED** – Testing at the MDHHS Laboratory has been completed and the final result is viewable and downloadable via the ETOR Search/Package Screen.

## Setting Up Your State of Michigan Single Sign On Account

If your facility already has a Single Sign On account, use your current log-in and skip to “Requesting Access to ETOR” below.

If your facility does not already have a Single Sign On account, navigate to the following URL-  
<https://sso.state.mi.us/som/dch-portal/dch-portal>

1. Click the “Register” button.
2. Fill out the form. Be certain your email address is correct.

The screenshot shows a web browser window titled "Registration Page - Mozilla Firefox". The address bar displays the URL [https://sso01.michigan.state.mi.us/som/dch/enroll/reg\\_page1.jsp](https://sso01.michigan.state.mi.us/som/dch/enroll/reg_page1.jsp). The browser's menu bar includes File, Edit, View, History, Bookmarks, Tools, and Help. The page content features a header with the "State of Michigan Single Sign On" logo and a background image of a bridge. Below the header, the section is titled "REGISTRATION- Step 1". A note indicates that an asterisk (\*) denotes a required field. The registration form includes the following fields: "First Name \*" with the value "John", "Middle Initial" (empty), "Last Name \*" with the value "Doe", and "Email Address \*" with the value "john.doe@somewhere.com". At the bottom of the form are "Continue" and "Clear" buttons. A footer at the very bottom of the page reads "Copyright © 2008 State Of Michigan. All rights reserved".

3. Select a four digit number to create your unique UserID and enter the number in the box on the form.

Registration Page- Enter Number - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Registration Page- Enter Number

https://sson01.mddh.state.mi.us/som/dch/enroll/processREG.jsp

Most Visited Getting Started Application Portal SSO - PROD - Applicat...

## State of Michigan Single Sign On

### REGISTRATION- Step 2

Please Enter a four digit number to create a unique UserID :   [Why should I enter this number?](#)

(OR)

Please generate a random four digit number for me : ☐ Yes ☒ No

---

Enter the number as it is shown in the box below \* :

---

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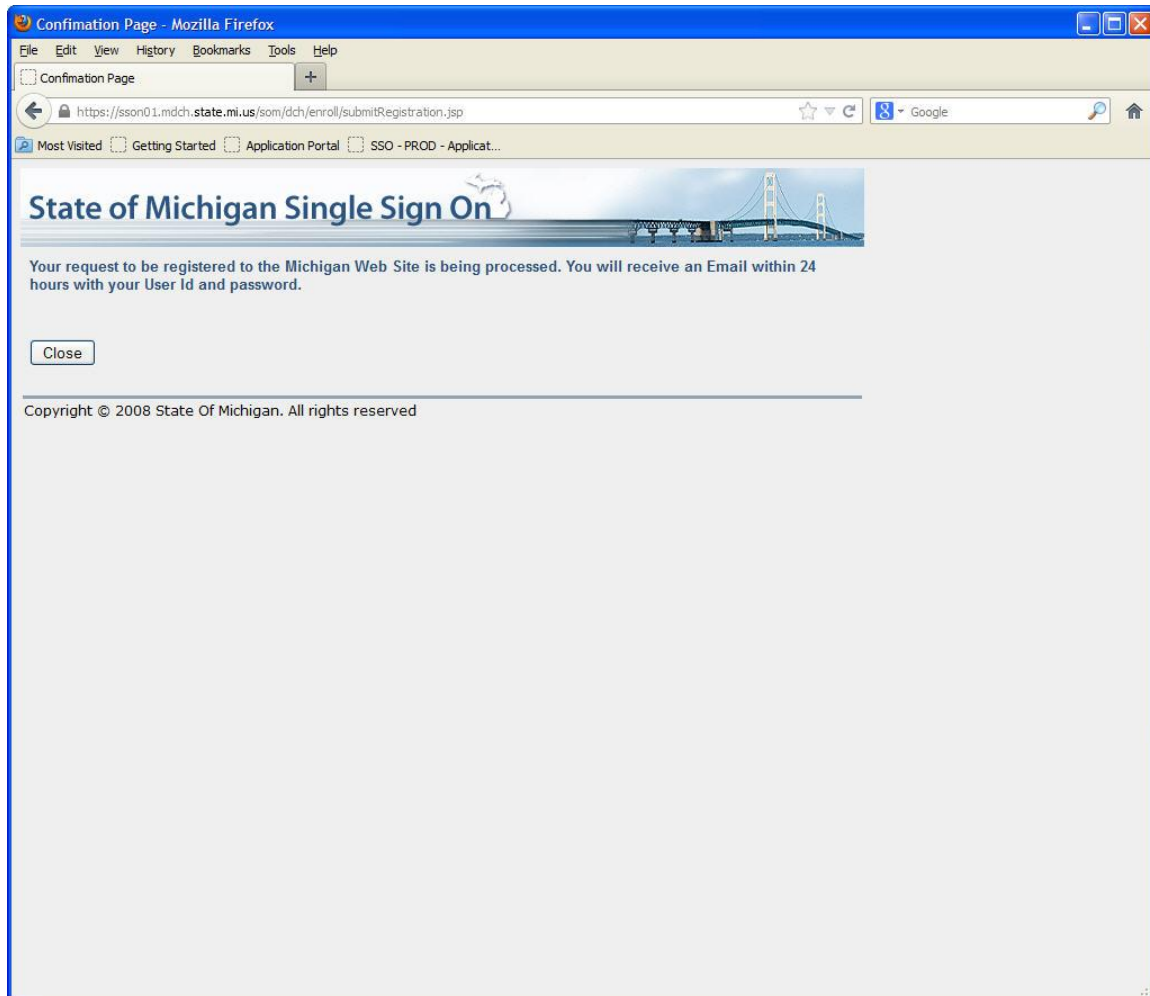
4. Review your information. If incorrect, go back to edit. Otherwise click “Submit.”

The screenshot shows a web browser window titled "Confirmation Page - Mozilla Firefox". The address bar displays the URL "https://sson01.michigan.state.mi.us/som/dch/enroll/processExtReg.jsp". The browser's menu bar includes File, Edit, View, History, Bookmarks, Tools, and Help. The page content features a header with the text "State of Michigan Single Sign On" and a background image of a bridge. Below the header, the section "USER REGISTRATION CONFIRMATION" is displayed. A message states: "Please review the following information. Click Submit". The registration details are listed as follows:

First Name	: John
Initial	:
Last Name	: Doe
Email Address	: paul.wolanski@gmail.com
Your User Id will be	: doe1111

At the bottom of the form, there are two buttons: "Back" and "Submit". A footer at the very bottom of the page reads: "Copyright © 2008 State Of Michigan. All rights reserved".

5. You have now applied for a Single Sign On account. After approval, you will need to request access to the ETOR application link.



6. Once approved, follow the “All Other Application Users click here to login” link.

**New UserId Information from State of Michigan Single Sign ON**  

 **Inbox** x

---

 **SSO\_TESTAdministrator@michigan.gov** 11:04 AM (3 minutes ago) ☆  

to me ▾

[Michigan Business OneStop Users click here to login](#)

[All Other Application Users click here to login](#)

The following new UserId has been created for you:

Owner Name:	John Doe
User Id:	doej1111
Password:	7k0gfyfw
Time of service provision:	Mar 22, 2013 11:04:55 EDT

If you are a new Single Sign On account user and have any problems accessing your account, please contact the State of Michigan's Client Service Center at 241-9700 or [1-800-968-2644](tel:1-800-968-2644).

Michigan Business One Stop clients only - If you have any problems accessing your One Stop account please contact the Customer Assistance Center at [877-766-1779](tel:877-766-1779).



7. Login with your username and temporary password.

The screenshot shows a Mozilla Firefox browser window titled "State of Michigan-Login". The address bar displays the URL "https://sso.state.mi.us/som/dch-portal/dch-portal". The browser's menu bar includes File, Edit, View, History, Bookmarks, Tools, and Help. Below the address bar, there are search engines (Google) and a list of bookmarks: Most Visited, Getting Started, Application Portal, and SSO - PROD - Applicat... The main content area features a header with the text "State of Michigan Single Sign On" and a background image of a bridge. Below the header, a section titled "Please Login or Sign-Up to use Single Sign-On" contains two main panels. The "Login" panel on the left has fields for "User ID:" (containing "doej1111") and "Password:" (masked with dots), a "Login" button, and a "Forgot Password?" section with a "Need Password" button. The "Sign-Up" panel on the right contains text stating "If you are a new user to Single Sign-On, click Register to create your User ID and Password." and a "Register" button. At the bottom of the page, there are links for "Michigan.gov Home", "Help/FAQs", and "Contact Us".

State of Michigan-Login - Mozilla Firefox

File Edit View History Bookmarks Tools Help

State of Michigan-Login

https://sso.state.mi.us/som/dch-portal/dch-portal

Most Visited Getting Started Application Portal SSO - PROD - Applicat...

## State of Michigan Single Sign On

Please Login or Sign-Up to use Single Sign-On

### Login

User ID:  
doej1111

Password:  
.....

Login

**Forgot Password?**

If you have forgotten your password, click Need Password.  
Single Sign-On system will email you a new temporary password.

Need Password

### Sign-Up

If you are a new user to Single Sign-On, click Register to create your User ID and Password.

Register

[Michigan.gov Home](#) | [Help/FAQs](#) | [Contact Us](#)

8. Change your password using the Single Sign On password rules.

The screenshot shows a Mozilla Firefox browser window titled "State of Michigan-Login". The address bar displays the URL "https://sso.state.mi.us/som/dch-portal/dch-portal". The browser's menu bar includes File, Edit, View, History, Bookmarks, Tools, and Help. Below the address bar, there are search engines (Google) and a list of bookmarks: Most Visited, Getting Started, Application Portal, and SSO - PROD - Applicat... The main content area features the "State of Michigan Single Sign On" header with a Michigan state logo and a bridge image. Below the header, a message reads "Please Login or Sign-Up to use Single Sign-On". The page is divided into two main sections: "Login" and "Sign-Up".

**Login**

User ID:

Password:

**Forgot Password?**

If you have forgotten your password, click Need Password.  
Single Sign-On system will email you a new temporary password.

**Sign-Up**

If you are a new user to Single Sign-On, click Register to create your User ID and Password.

At the bottom of the page, there are links: [Michigan.gov Home](#) | [Help/FAQs](#) | [Contact Us](#).

9. Enter your answers to the security questions.

The screenshot shows a web browser window titled "Change Challenge/Response Answers - Mozilla Firefox". The address bar displays the URL "https://sson01.michigan.state.mi.us/som/ddh-portal/ChangeChallengeResponseServlet". The browser's menu bar includes File, Edit, View, History, Bookmarks, Tools, and Help. The page header features the "State of Michigan Single Sign On" logo and a navigation bar with links for "Most Visited", "Getting Started", "Application Portal", and "SSO - PROD - Applicat...". Below the header, the user's ID "User ID: doe1111" is shown on the left, and a "Sign Off" link is on the right. The main content area is titled "Change Challenge/Response Answers" and contains instructions: "Change your answers and click OK. You must provide an answer to each challenge. Answers are not case sensitive." There are six security questions, each with an "Answer:" field and a "Confirm Answer:" field. The questions are: "What was the make of your first car?", "What was the name of your first school?", "What is the name of the city you were born in?", "What is your all-time favorite sports team?", "What is your fathers middle name?", and "Who was your childhood hero?". At the bottom of the form are "OK" and "Cancel" buttons.

Change Challenge/Response Answers - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Change Challenge/Response Answers

https://sson01.michigan.state.mi.us/som/ddh-portal/ChangeChallengeResponseServlet

Most Visited Getting Started Application Portal SSO - PROD - Applicat...

State of Michigan Single Sign On

User ID: doe1111 Sign Off

**Change Challenge/Response Answers**

Change your answers and click OK. You must provide an answer to each challenge.  
Answers are not case sensitive.

**What was the make of your first car?**  
Answer:  Confirm Answer:

**What was the name of your first school?**  
Answer:  Confirm Answer:

**What is the name of the city you were born in?**  
Answer:  Confirm Answer:

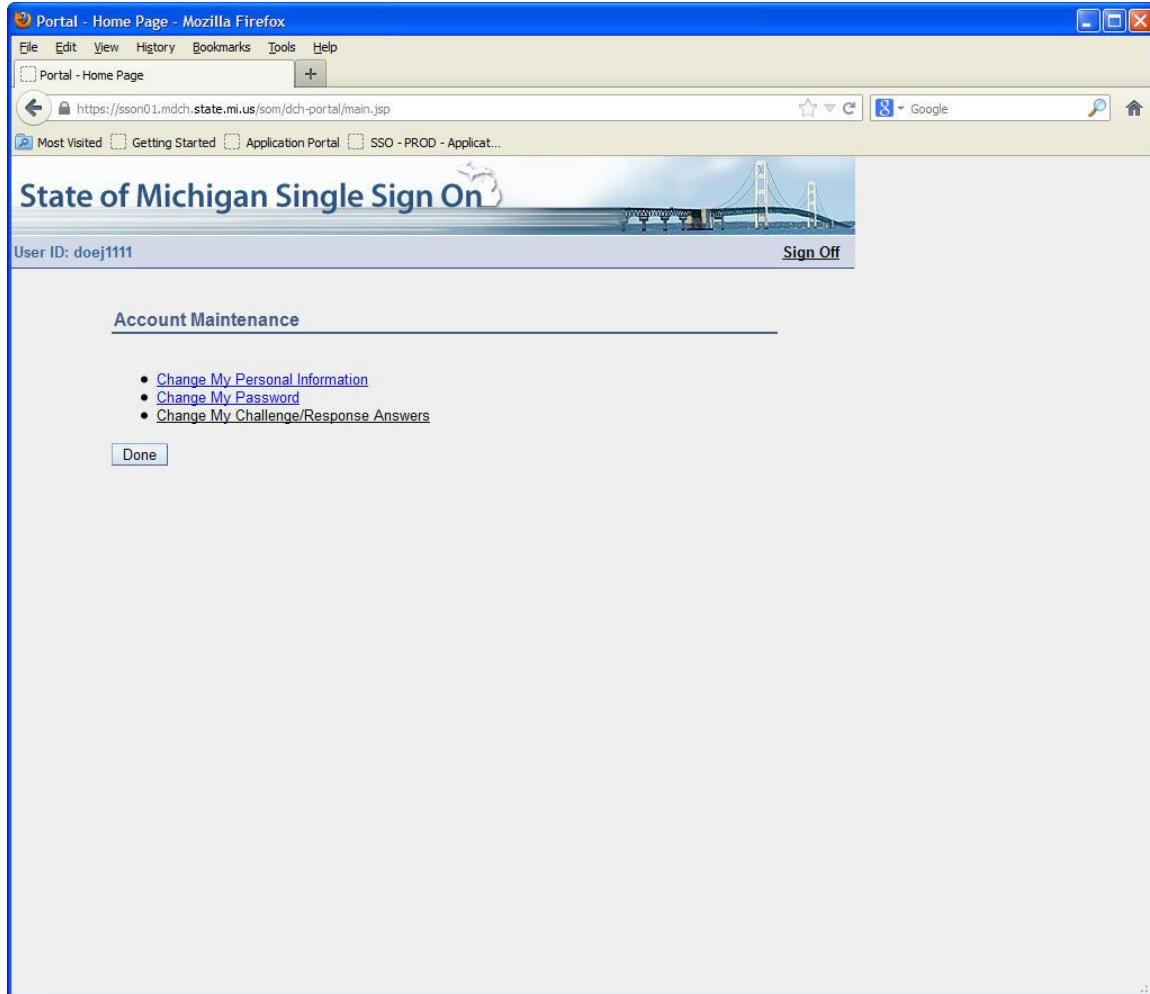
**What is your all-time favorite sports team?**  
Answer:  Confirm Answer:

**What is your fathers middle name?**  
Answer:  Confirm Answer:

**Who was your childhood hero?**  
Answer:  Confirm Answer:

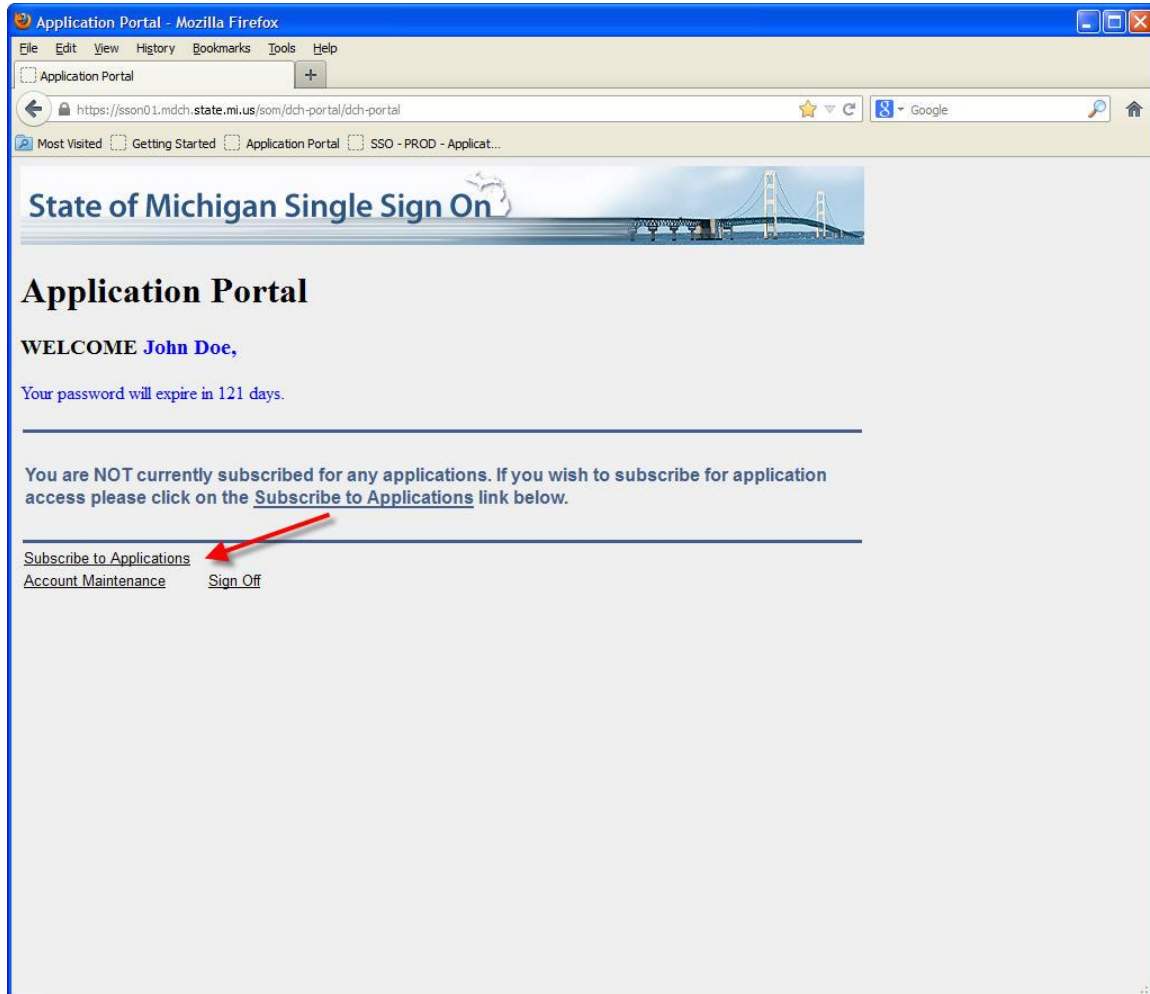
OK Cancel

10. Click “Done.”



## Requesting Access to ETOR

1. Log into the Michigan Single Sign On application.
2. To subscribe to the MDHHS Laboratory ETOR application, click on the “Subscribe to Applications” link.



3. Select the “Dept of Community Health” from the drop down list and “MDCH Laboratory Electronic Test Ordering and Results” from the “Select App” drop down.

The screenshot shows a web browser window titled "Subscription Page - Mozilla Firefox". The address bar displays the URL: <https://sson01.mddh.state.mi.us/som/dch/enroll/subscribe.jsp?action=subscribe>. The page header features the "State of Michigan Single Sign On" logo and a banner image of a bridge. Below the header, the section is titled "SUBSCRIPTION". The main content area prompts the user to "Please Select from the list". There are two dropdown menus: the first is labeled "Dept of Community Health" and the second is labeled "Select App". The "Select App" dropdown is open, showing a list of applications. The application "MDCH Laboratory Electronic Test Ordering and Results" is highlighted in blue. Below the dropdowns are "Next" and "Back" buttons. At the bottom left, there is a copyright notice: "Copyright © 2008 State Of Michigan. All rights reserved".

Subscription Page - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Subscription Page

https://sson01.mddh.state.mi.us/som/dch/enroll/subscribe.jsp?action=subscribe

Most Visited Getting Started Application Portal SSO - PROD - Applicat...

# State of Michigan Single Sign On

## SUBSCRIPTION

Please Select from the list

Dept of Community Health

Select App

DCH-Michigan Cashiering and Receivable System (MiCaRS) - Dev

Database Security Application

Document Library

Early Hearing Detection and Intervention Application

HIV Laboratory Management System

Habilitation Supports Waiver

Health Facilities Engineering Section

HealthWatch Application

Home Help System

LOC Determination

**MDCH Laboratory Electronic Test Ordering and Results**

MIDB Inquiry and Reporting System

Maternal Infant Health Program

Michigan Breast and Cervical Cancer Control System

Michigan Care Improvement Registry

Michigan Disease Surveillance System

Nursing Home Quarterly Staffing Reporting

OnLine Pended Claims

Program Monitoring

Syndromic Surveillance

Next Back

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4. Enter a work phone number to be used if the MDHHS Laboratory needs to confirm your approval for ETOR. The email that you used to create a SSO account will be automatically populated into the email box.

The screenshot shows a web browser window titled "Application Subscription Page - Mozilla Firefox". The address bar displays the URL "https://sson01.mdh.state.mi.us/som/dch/enroll/processSUB.jsp". The browser's menu bar includes File, Edit, View, History, Bookmarks, Tools, and Help. The page content features the "State of Michigan Single Sign On" logo with a bridge graphic. Below the logo, the text "Subscription For: MDCH Laboratory Electronic Test Ordering and Results" is displayed. A legend indicates that an asterisk (\*) denotes a required field. The form contains two input fields: "Work Phone\*" with the value "517-123-3456" and "Your E-mail\*" with the value "paul.wolanski@gmail.com". A note below the phone field states "(Include area code eg: 517-123-3456)". At the bottom of the form are three buttons: "Continue", "Reset", and "Back". The footer of the page reads "Copyright © 2008 State Of Michigan. All rights reserved".

Application Subscription Page - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Application Subscription Page

https://sson01.mdh.state.mi.us/som/dch/enroll/processSUB.jsp

Most Visited Getting Started Application Portal SSO - PROD - Applicat...

# State of Michigan Single Sign On

Subscription For: MDCH Laboratory Electronic Test Ordering and Results

\* Indicates required field

Work Phone\*  Your E-mail\*

(Include area code eg: 517-123-3456)

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5. Confirm your information.

The screenshot shows a Mozilla Firefox browser window titled "Enrollment Confirmation - Mozilla Firefox". The address bar displays the URL "https://sson01.michigan.state.mi.us/som/dch/enroll/validateApp.jsp". The page header includes a navigation menu with links: "Most Visited", "Getting Started", "Application Portal", and "SSO - PROD - Applicat...". The main content area features a banner for "State of Michigan Single Sign On" with a bridge image. Below the banner, the text reads "User Enrollment Confirmation For: MDCH Laboratory Electronic Test Ordering and Results" and "Please review the following information. Click Confirm or Back." A "User Info" box contains the following details:

<b>User ID</b>	: doej1111
<b>Email Address</b>	: paul.wol.anski@gmail.com
<b>Full Name</b>	: John Doe
<b>Phone Number</b>	: 517-123-3456

Below the "User Info" box are two buttons: "Confirm" and "Back". At the bottom of the page, the copyright notice reads "Copyright © 2008 State Of Michigan. All rights reserved".



6. You are now subscribed and will be able to see the ETOR link on the Single Sign On page. Next you will need to request approval in the ETOR portal to begin logging in samples.



Your request for access to the DCH Electronic Test Ordering and Results application.  Inbox x

 **SSO\_TESTAdministrator@michigan.gov** 11:31 AM (1 hour ago)   

to me 

\*\*\*\* THIS EMAIL IS AN AUTO-GENERATED EMAIL. PLEASE DO NOT RESPOND DIRECTLY TO IT. \*\*\*\*

Your request for access to the DCH Electronic Test Ordering and Results application has been approved.

The MDOT Phonebook Directory Database Admin application link will be available the next time you login to your Single Sign On account.

 Click here to [Reply](#), [Reply to all](#), or [Forward](#)

## ***Sign Up for ETOR Application For Specimen Data Entry***

1. Sign on to your Single Sign On account.
2. Click on the “MDCH Laboratory Electronic Test Ordering and Results” link to begin.



3. Accept the MDCH Systems Use agreement.



DCH Message - Mozilla Firefox

https://sson01.mdch.state.mi.us/som/dch-portal/dchmsg.jsp?ssourl=.../dch-waps2/etor/home

## State of Michigan Single Sign On

User ID: doe1111 [Sign Off](#)

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### MDCH Systems Use Notification

The Michigan Department of Community Health's (MDCH) computer information systems (systems) are the property of the State Of Michigan and subject to state and federal laws, rules and regulations. The systems are intended for use only by authorized persons and only for official state business.

Systems users are prohibited from using any assigned or entrusted access control mechanisms for any purposes other than those required to perform authorized data exchange with MDCH. Logon IDs and passwords are never to be shared. Systems users must not disclose any confidential, restricted or sensitive data to unauthorized persons. Systems users will only access information on the systems for which they have authorization. Systems users will not use MDCH systems for commercial or partisan political purposes.

Following industry standards, systems users must securely maintain any information downloaded, printed, or removed in any format from the systems. When no longer needed, this information must be destroyed in an appropriate manner specific to the format type.

All users of the systems give their expressed consent to the monitoring of their activities on the systems. If such monitoring reveals possible evidence of unauthorized or criminal activity, the evidence may be provided to administrative or law enforcement officials for disciplinary action and /or prosecution.

By accessing information provided by the Michigan Department of Community Health computer information systems and clicking on the button below, I acknowledge and agree to abide by all governing privacy and security terms, conditions, policies and restrictions for each authorized application.

4. Enter your Submitter Agency information. If you don't know your StarLIMS agency number you can:

- a. Find your agency number on the final reports you receive from the MDHHS Bureau of Laboratories. This can be located in the report header along with the submitter address.
- b. Contact the Data and Specimen Handling Unit via fax (517-335-9871) on your agency letterhead and request your agency's "Submitter ID."

NOTE: Entering your StarLIMS agency number will help expedite your user approval.

NOTE: The same submitter may be associated with more than one StarLIMS agency number. This is likely when your agency submits samples for lead AND clinical (ex. CTGC, HIV etc) testing (note that the StarLIMS agency number for lead submitters is alpha-numeric ex.AAA##). Please see the Multiple Clinic Mary section of this manual if this applies to your agency.

The screenshot shows a web browser window titled "User Profile - Mozilla Firefox" with the address bar displaying "https://ssn01.mdh.state.mi.us/dch-waps2/etor/home". The page header includes the MDCH logo, a banner with the text "Laboratory Electronic Test Ordering and Results Department of Community Health", and the Michigan.gov logo. Navigation links include "Michigan.gov Home", "Electronic Test Ordering and Results Home", "Contacts", "MDCH Home", and "Logout".

The main content area is titled "User Profile" and contains the following form fields:


User Id	DOEJ1111
User Name	JOHN DOE
Email	PAUL.WOLANSKI@GMAIL.COM
Phone Number	517-123-3456
Agency Name	TEST ETOR AGENCY
Agency Address	
Starlims Agency Number	113115


A "Submit" button is located below the Starlims Agency Number field.

The footer contains links for "Michigan.gov Home", "Electronic Test Ordering and Results Home", "Contacts", "MDCH Home", "Accessibility Policy", "Privacy Policy", "Link Policy", and "Security Policy", along with the copyright notice "Copyright © 2012 State of Michigan".

5. Verify your information is correct.

User Profile - Mozilla Firefox  
https://ssn01.mdch.state.mi.us/dch-waps2/etor/profile/save

 **Laboratory Electronic Test Ordering and Results**  
Department of Community Health

 MICHIGAN.GOV  
Michigan's Official Website

[Michigan.gov Home](#) | [Electronic Test Ordering and Results Home](#) | [Contacts](#) | [MDCH Home](#) | [Logout](#)

**User Profile**

Your request to access the ETOR is submitted for Approval.

User Id	DOEJ1111
User Name	JOHN DOE
Email	PAUL.WOLANSKI@GMAIL.COM
Phone Number	517-123-3456
Agency Name	<input type="text" value="TEST ETOR AGENCY"/>
Agency Address	<input type="text"/>
Starlims Agency Number	<input type="text" value="113115"/>

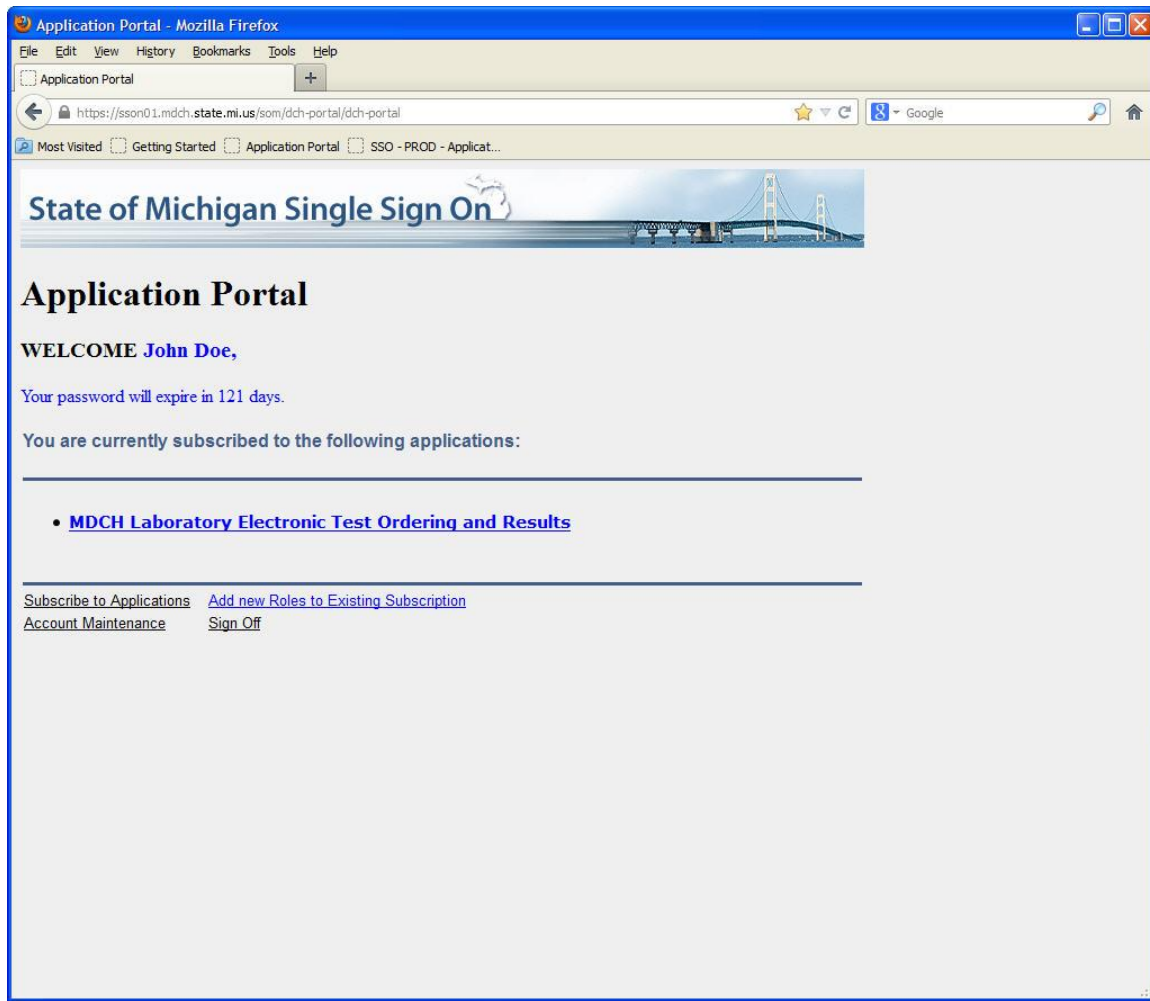
[Michigan.gov Home](#) | [Electronic Test Ordering and Results Home](#) | [Contacts](#) | [MDCH Home](#)  
[Accessibility Policy](#) | [Privacy Policy](#) | [Link Policy](#) | [Security Policy](#)  
Copyright © 2012 State of Michigan

6. Once your application is approved, you will get a confirmatory email like the one below. It may take a few business days for the MDHHS Laboratory to approve your ETOR use. Your application may be rejected if the MDHHS Laboratory cannot confirm which facility you are requesting access to or if your facility does not verify your employment and need for access.



## Logging into ETOR

1. Log into your State of Michigan Single Sign On account and click on the “MDCH Laboratory Electronic Test Ordering and Results” link.





2. Accept the MDCH Systems Use Agreement.



DCH Message - Mozilla Firefox

https://ssn01.michigan.state.mi.us/som/dch-portal/dchmsg.jsp?ssurl=.../dch-waps2/etor/home

## State of Michigan Single Sign On

User ID: doe1111 [Sign Off](#)

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Following industry standards, systems users must securely maintain any information downloaded, printed, or removed in any format from the systems. When no longer needed, this information must be destroyed in an appropriate manner specific to the format type.

All users of the systems give their expressed consent to the monitoring of their activities on the systems. If such monitoring reveals possible evidence of unauthorized or criminal activity, the evidence may be provided to administrative or law enforcement officials for disciplinary action and /or prosecution.

By accessing information provided by the Michigan Department of Community Health computer information systems and clicking on the button below, I acknowledge and agree to abide by all governing privacy and security terms, conditions, policies and restrictions for each authorized application.



### 3. ETOR Main Menu.

There are two options on this screen. One enables tests to be ordered on new specimens and the other allows a search for previously entered orders or allows previously entered specimens to be packaged for shipping.



## Data Entry for New Samples

1. Click the “Add New Test Order” button.
2. Select the Laboratory you intend to send the specimen to and the test(s) you are requesting for that sample. You may select multiple tests, but only one Laboratory.

NOTE: You should only order multiple tests against an order if the same **physical** sample is being used to complete those tests (1 ETOR Order ID = 1 sample). For example, if Patient A requires Syphilis (USR) and CTGC testing and you have collected a serum and urine sample then two separate orders need to be created in ETOR. On the other hand, if Patient A requires Syphilis (USR) and HIV Ag/Ab Serum and you have collected a serum sample then both of these tests can be ordered against the same ETOR Order ID.

3. Click “Continue” to view the Test Order / Data entry screen.

The screenshot displays the 'Test Order' page within the Mozilla Firefox browser. The address bar shows the URL: <https://sson01.mdch.state.mi.us/dch-waps2/etor/testorder/add>. The page header includes the MDCH logo, the text 'Laboratory Electronic Test Ordering and Results', and 'Department of Community Health'. Navigation links for 'Michigan.gov Home', 'Electronic Test Ordering and Results Home', 'Contacts', 'MDCH Home', and 'Logout' are present. The main content area features a 'Test Order' section with a dropdown menu set to 'LAN' and a list of tests, including 'C. trachomatis & N. gonorrhoeae Non-Culture'. Below the list are 'Continue' and 'Save' buttons. A 'Back' button and a 'Home' button are also visible in the top right corner of the main content area.

4. Fill in the on-line form as completely as possible.
5. Required fields are marked with a red asterisk, and the sample cannot be saved until all required fields are filled in. The “Specimen ID” field is used for as an ETOR searchable identifier to quickly locate this sample in the system. Anything placed in the “Comments” field are visible to the MDHHS Laboratory Data Entry Staff. If you would like the results to be cc’d to another agency, a comment can be entered to indicate this (note that, as an alternative, this comment could also be hand-written on the package slip).

Test Order - Mozilla Firefox

https://sson01.mdh.state.mi.us/etor/testorder/getfields

Subm. Patient ID #: TEST001

Specimen ID (Searchable on Orders Screen): TEST001

\* Birth Date: 03/01/2013 (MM/DD/YYYY)

Sex: ☐ MALE ☐ FEMALE

City:

State: --select one--

County:

Zip:

Race: --select one--

Ethnicity: --select one--

Arabic Descent: --select one--

\* Date Collected: 03/22/2013 (MM/DD/YYYY)

\* Specimen Source: PHARYNGEAL

Reason For Test: --select one--

Reason For Test: --select one--

Reason For Test: --select one--

Medicaid/Plan First #:

Confidential Testing: --select one--

Insurance Name:

Subscriber Last Name:

Subscriber First Name:

Subscriber MI:

Relationship To Subscriber: --select one--

Insurance Group #:

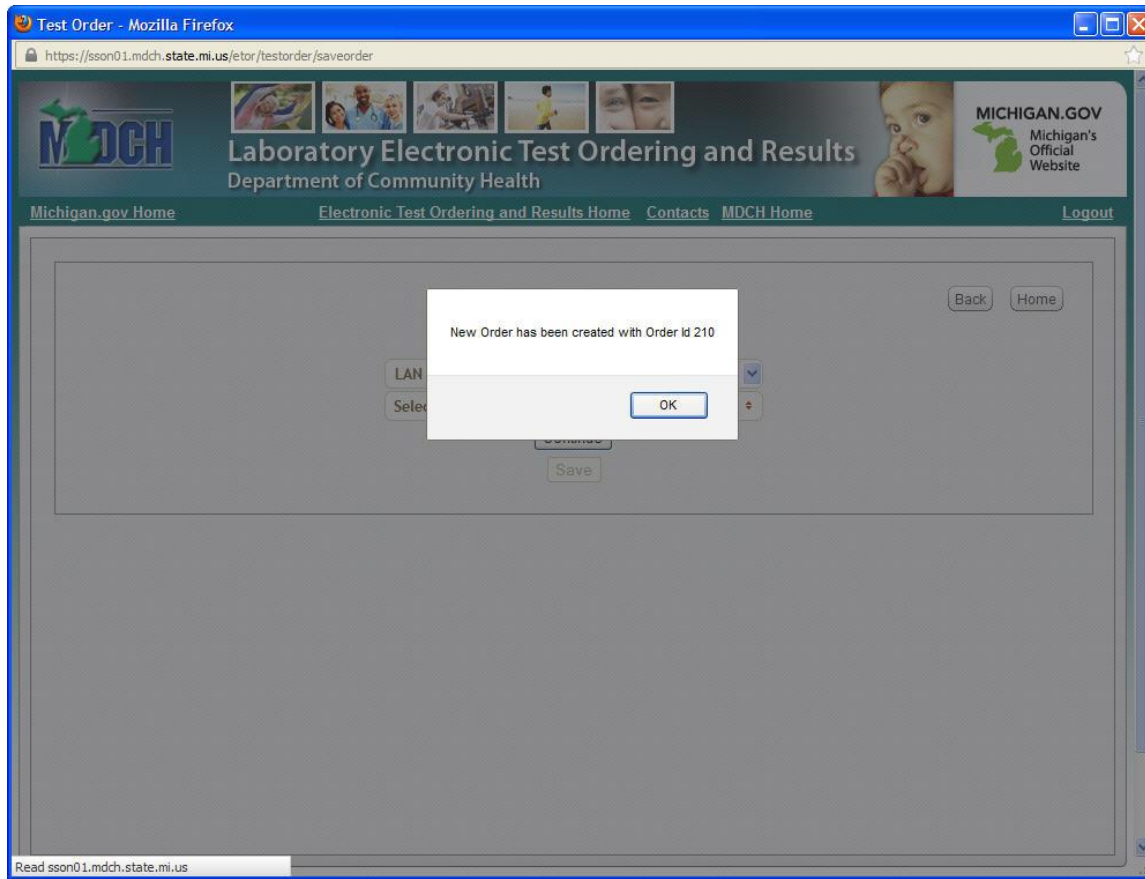
Insurance Contract #:

Comments: JUST A TEST SAMPLE FOR THE MANUAL

Save

Michigan.gov Home | Electronic Test Ordering and Results Home | Contacts | MDCH Home

6. Each sample will receive a unique “Order ID.”



## Packaging and Submitting Samples

1. In the view/edit package screen all orders for your agency can be located. The “Status” field indicates the status of each sample: None, In Process, Submitted, Submitted ACK, Received, Completed, and Canceled. (For a review of what each status indicates, see the section titled **The LifeCycle of a Sample in ETOR** of this manual.)
2. In this example, the sample hasn't yet been packaged as indicated by the STATUS indicator “In Process.”

Search Orders - Mozilla Firefox

https://sson01.michigan.gov/dch-waps2/etor/testorder/search

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Our test sample. Notice it is IN PROCESS until it is packaged.

Select orders to be packaged

Search Orders

	<input type="checkbox"/>	Order	Facility	Status	Package	Result	Lab	First Name	Last Name	DOB	Specimen ID	Tests	Created On
1	<input type="checkbox"/>	<a href="#">View/Edit Order 210</a>	TEST ETOR AGENCY CLARKP	IN PROCESS			LAN			03/01/2013	TEST001	C. trachomatis & N. gonorrhoeae Non-Culture	03/22/2013
2	<input type="checkbox"/>	<a href="#">View/Edit Order 209</a>	TEST ETOR AGENCY CLARKP	COMPLETED	<a href="#">View Package Slip 167</a>	<a href="#">View Results</a>	LAN	JACK	SKELINGTON	01/01/1963	SKELINGTON	C. trachomatis & N. gonorrhoeae Non-Culture	03/08/2013
3	<input type="checkbox"/>	<a href="#">View/Edit Order 208</a>	TEST ETOR AGENCY CLARKP	RECEIVED	<a href="#">View Package Slip 166</a>		LAN	SALLY	STITCHES	08/09/1967	STITCHES01	C. trachomatis & N. gonorrhoeae Non-Culture	03/05/2013
4	<input type="checkbox"/>	<a href="#">View/Edit Order 207</a>	TEST ETOR AGENCY CLARKP	COMPLETED	<a href="#">View Package Slip 165</a>	<a href="#">View Results</a>	LAN	SPEEDY	GONZALEZ	02/14/1963	2323	C. trachomatis & N. gonorrhoeae Non-Culture	02/13/2013
5	<input type="checkbox"/>	<a href="#">View/Edit Order 206</a>	TEST ETOR AGENCY CLARKP	COMPLETED	<a href="#">View Package Slip 164</a>	<a href="#">View Results</a>	LAN	SHIRLEY	CAUSWELL	09/09/1957	2122	C. trachomatis & N. gonorrhoeae Non-Culture	02/11/2013
6	<input type="checkbox"/>	<a href="#">View/Edit Order 205</a>	TEST ETOR AGENCY CLARKP	COMPLETED	<a href="#">View Package Slip 163</a>	<a href="#">View Results</a>	LAN	JOSHUA	SMITH	07/07/1947	8102	C. trachomatis & N. gonorrhoeae	02/08/2013

Search Create Package Page 1 of 2 10 View 1 - 10 of 13

3. To package it, simply check the box to the left of all samples to be packaged and click “Create Package.” This will create a package identifier, and pop up a printable form.
4. Example of the printable package slip:

NOTE: There is a barcode associated with the Package ID and each Order ID as shown above. If you notice a number instead of the barcode (s) when displayed/printed, please try using another browser. Internet Explorer is recommended.



5. Going back to the view/edit package screen, note that the specimen status has changed to “Submitted,” indicating it’s ready to mail to the MDHHS Laboratory. Please remember to print and include the above packing slip in each box of samples being submitted to the Laboratory for testing. For more information on packaging and submitting samples, see the **Search/Package Screen** section of this manual.

Search Orders - Mozilla Firefox

https://sson01.michigan.gov/dch-waps2/etor/testorder/search

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**It is now submitted.**  
**Search Orders**

Select orders to be packaged

	<input type="checkbox"/>	Order	Facility	Status	Package	Result	Lab	First Name	Last Name	DOB	Specimen ID	Tests	Created On
1	<input type="checkbox"/>	<a href="#">View/Edit Order 210</a>	TEST ETOR AGENCY CLARKP	SUBMITTED	<a href="#">View Package Slip 168</a>		LAN			03/01/2013	TEST001	C. trachomatis & N. gonorrhoeae Non-Culture	03/22/2013
2	<input type="checkbox"/>	<a href="#">View/Edit Order 209</a>	TEST ETOR AGENCY CLARKP	COMPLETED	<a href="#">View Package Slip 167</a>	<a href="#">View Results</a>	LAN	JACK	SKELINGTON	01/01/1963	SKELINGTON	C. trachomatis & N. gonorrhoeae Non-Culture	03/08/2013
3	<input type="checkbox"/>	<a href="#">View/Edit Order 208</a>	TEST ETOR AGENCY CLARKP	RECEIVED	<a href="#">View Package Slip 166</a>		LAN	SALLY	STITCHES	08/09/1967	STITCHES01	C. trachomatis & N. gonorrhoeae Non-Culture	03/05/2013
4	<input type="checkbox"/>	<a href="#">View/Edit Order 207</a>	TEST ETOR AGENCY CLARKP	COMPLETED	<a href="#">View Package Slip 165</a>	<a href="#">View Results</a>	LAN	SPEEDY	GONZALEZ	02/14/1963	2323	C. trachomatis & N. gonorrhoeae Non-Culture	02/13/2013
5	<input type="checkbox"/>	<a href="#">View/Edit Order 206</a>	TEST ETOR AGENCY CLARKP	COMPLETED	<a href="#">View Package Slip 164</a>	<a href="#">View Results</a>	LAN	SHIRLEY	CAUSWELL	09/09/1957	2122	C. trachomatis & N. gonorrhoeae Non-Culture	02/11/2013
6	<input type="checkbox"/>	<a href="#">View/Edit Order 205</a>	TEST ETOR AGENCY CLARKP	COMPLETED	<a href="#">View Package Slip 163</a>	<a href="#">View Results</a>	LAN	JOSHUA	SMITH	07/07/1947	8102	C. trachomatis & N. gonorrhoeae	02/08/2013

Search Create Package Page 1 of 2 10 View 1 - 10 of 13

## ***Multiple Clinic Mary***

“Multiple Clinic Mary” describes the situation of a nurse who works at two clinics. At each clinic the nurse, Mary, is not allowed to see confidential HIPAA data from the other clinic. The web application tracks which sites a user is logging in from. When “Mary” logs on at one site, the system first uses IP addresses to determine which site Mary is logging on from. It then checks to ensure that Mary is authorized to work at that site. Once Mary logs in, she can see only patient data from her current site. In this situation, Mary will **need to have multiple logins/passwords, one for each site.**

## ***Navigation Bar***

The navigation bar is present on all screens *except* the login page. The navigation bar gives basic links, such as:

- The Michigan.gov home page
- ETOR home screen / main menu
- Contacting ETOR Administrators
- MDCH Home Screen
- ETOR Manual
- Log out





## Search/Package Screen

From this page, a user can see all the tests that were entered, their status, whether they were packaged / submitted to the lab, and the final result if testing has been completed by the laboratory.

From this screen you can:

- Edit or cancel the test order **before** it has been packaged
- Records Per Page: Click the down arrow (highlight number of records per page)
- Cycle through pages of the view
- Search orders
- See order status (See "The Life Cycle of a Sample in ETOR" section)
- Sort selections: Click once to descend, click again to ascend the sort selection fields. (Date Created, Collection Date, Patient ID, etc.)
- Select order(s) to be packaged – generating a package slip
- View a package slip

Search Orders													Home
Select orders to be packaged													
	<input type="checkbox"/>	Order	Facility	Status	Package	Result	Lab	First Name	Last Name	DOB	Specimen ID	Tests	Created On
1	<input type="checkbox"/>	<a href="#">View/Edit Order 210</a>	TEST ETOR AGENCY CLARKP	SUBMITTED	<a href="#">View Package Slip 168</a>		LAN			03/01/2013	TEST001	C. trachomatis & N. gonorrhoeae Non-Culture	03/22/2013
2	<input type="checkbox"/>	<a href="#">View/Edit Order 208</a>	TEST ETOR AGENCY CLARKP	RECEIVED	<a href="#">View Package Slip 166</a>		LAN	SALLY	STITCHES	08/09/1967	STITCHES01	C. trachomatis & N. gonorrhoeae Non-Culture	03/05/2013
3	<input type="checkbox"/>	<a href="#">View/Edit Order 202</a>	TEST ETOR AGENCY CLARKP	RECEIVED	<a href="#">View Package Slip 160</a>		LAN	YAY	ELMO	01/01/1952	ELMO02	C. trachomatis & N. gonorrhoeae Non-Culture	01/30/2013
4	<input type="checkbox"/>	<a href="#">View/Edit Order 203</a>	TEST ETOR AGENCY CLARKP	COMPLETED	<a href="#">View Package Slip 161</a>	<a href="#">View Results</a>	LAN	THADEUS	JONES	08/09/1955	8102	C. trachomatis & N. gonorrhoeae Non-Culture	02/06/2013
5	<input type="checkbox"/>	<a href="#">View/Edit Order 205</a>	TEST ETOR AGENCY CLARKP	COMPLETED	<a href="#">View Package Slip 163</a>	<a href="#">View Results</a>	LAN	JOSHUA	SMITH	07/07/1947	8102	C. trachomatis & N. gonorrhoeae Non-Culture	02/08/2013
6	<input type="checkbox"/>	<a href="#">View/Edit Order 206</a>	TEST ETOR AGENCY CLARKP	COMPLETED	<a href="#">View Package Slip 164</a>	<a href="#">View Results</a>	LAN	SHIRLEY	CAUSWELL	09/09/1957	2122	C. trachomatis & N. gonorrhoeae Non-Culture	02/11/2013
7	<input type="checkbox"/>	<a href="#">View/Edit Order 207</a>	TEST ETOR AGENCY CLARKP	COMPLETED	<a href="#">View Package Slip 165</a>	<a href="#">View Results</a>	LAN	SPEEDY	GONZALEZ	02/14/1963	2323	C. trachomatis & N. gonorrhoeae Non-Culture	02/13/2013
8	<input type="checkbox"/>	<a href="#">View/Edit Order 199</a>	TEST ETOR AGENCY	COMPLETED	<a href="#">View Package Slip</a>	<a href="#">View Results</a>	LAN	AL	SWARANGEN	01/01/1963	SWARANGEN_01	C. trachomatis & N. gonorrhoeae	12/07/2012

NOTE: If the Search/Package screen grid extends off the right side of the page (as shown below) the following can be done to correct this: If you are in Internet Explorer and you click on Tools, your “Compatibility View” should be unchecked. If it is already unchecked, then go to Tools, Compatibility View Settings, and make sure that the “Display intranet sites in Compatibility View” and “Display all websites in Compatibility View” are unchecked.

Home

Search Orders

Select orders to be packaged

<input type="checkbox"/>	Order	Facility	Status	Package	Result1	Result2	Result3	Result4	Result5	Lab	First Name	Last Name	DOB	Specimen ID	Tests	Created On
<input type="checkbox"/>	<a href="#">View/Edit Order 419</a>	TEST ETOR AGENCY CLARKP	COMPLETED	<a href="#">View Package Slip 339</a>	<a href="#">View Results</a>	<a href="#">View Results</a>	<a href="#">View Results</a>	<a href="#">View Results</a>	<a href="#">View Results</a>	LAN	ETOR42	TEST4	10/21/1995		CTGC Non-Culture - BILLING, Viral Culture	10/21/2013
<input type="checkbox"/>	<a href="#">View/Edit Order 418</a>	TEST ETOR AGENCY CLARKP	SUBMITTED	<a href="#">View Package Slip 338</a>						LAN	ETOR42	TEST3	10/21/1992		C. trachomatis & N. gonorrhoeae Non-Culture, Viral Culture	10/21/2013
<input type="checkbox"/>	<a href="#">View/Edit Order 417</a>	TEST ETOR AGENCY CLARKP	COMPLETED	<a href="#">View Package Slip 337</a>	<a href="#">View Results</a>					LAN	ETOR42	TEST3	10/21/1995		CTGC Non-Culture - BILLING	10/21/2013
<input type="checkbox"/>	<a href="#">View/Edit Order 416</a>	TEST ETOR AGENCY CLARKP	COMPLETED	<a href="#">View Package Slip 336</a>	<a href="#">View Results</a>					LAN	ETOR42	TEST2	10/21/1990		C. trachomatis & N. gonorrhoeae Non-Culture, CD4/CD8	10/21/2013
<input type="checkbox"/>	<a href="#">View/Edit Order 415</a>	TEST ETOR AGENCY CLARKP	SUBMITTED	<a href="#">View Package Slip 335</a>						LAN	ETOR42	TEST1	10/21/1990		C. trachomatis & N. gonorrhoeae Non-Culture, CD4/CD8, HIV Ag/Ab - Serum,	10/21/2013

Search

Create Package

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10

View 1 - 10 of 398

## Editing Test Orders (Before Packaged)

To edit information for an order, click on the view/edit order # in the Search/Package screen. This will return you to the Test Order screen for this sample. If it has not yet been packaged, you will be able to edit and save the information. See section below for instructions on how to deal with errors after an order was packaged.

## Canceling Test Orders (Before Packaged)

Orders can be canceled if they are in a status of IN PROCESS. To cancel an order(s), check the box to the left of all orders to be canceled in the Search/Package screen and click “Cancel Order(s)”.

Search Orders																
Select orders to be packaged or canceled																
	<input type="checkbox"/>	Order	Facility	Status	Package	Result1	Result2	Result3	Result4	Result5	Lab	First Name	Last Name	DOB	Specimen	
1	<input checked="" type="checkbox"/>	<a href="#">View/Edit Order 419</a>	TEST ETOR AGENCY CLARKP	IN PROCESS							LAN	SUZY	ERROR	07/29/2014		
2	<input checked="" type="checkbox"/>	<a href="#">View/Edit Order 418</a>	TEST ETOR AGENCY CLARKP	IN PROCESS							LAN	JOHN	ERROR	07/29/2000		

Search Create Package **Cancel Order(s)** Page 1 of 1 10

If successful, the notification “Order(s) successfully canceled” will appear and the status will be updated to CANCELED.

NOTE: If an order is canceled by mistake you can select the order and click “Create Package” to submit the order and continue with the usual workflow.

## Packaging and Shipping Your Samples

Samples submitted to the MDHHS Laboratory must comply with federal regulations to ensure testing accuracy. Therefore, all samples submitted to MDHHS must adhere to federal packaging and labeling standards.

Be sure to observe these points when submitting your samples:

- For CT/GC, ship no more than 5-7 samples together in one package. For Rabies, each specimen must have its own package slip (1 order/slip) to allow the specimens to be distinguished. For other tests, you may ship any number of samples per package. All requests must include the ETOR Packing Slip with its corresponding samples. ETOR calls each set of samples with an accompanying cover sheet a “package.” You can include multiple packages together in a single shipment, but each package should be wrapped separately, with its corresponding Packing Slip sheet.
- Each tube must be labeled with the patient’s name, unless it is an anonymous HIV tube. The name on the tube must exactly match the name on the ETOR coversheet. **Handwritten corrections to the cover sheet are not acceptable.** For anonymous HIV samples with no names, a unique identifier should be used rather than patient name. In this case, the unique identifier on the tube must exactly match the unique identifier on the cover sheet. **Samples where the tube and cover sheet do not match will be rejected.**
- Pre-paid CT/GC samples can be ordered through ETOR by including the pre-paid form in the shipping box with the samples. The only information needed to be hand written on these pre-paid forms is the patient name.
- If you find an error in the package before you click “Create Package” you can edit the tests and fix the incorrect information or cancel the order. If you find an error after you package the orders, you should re-enter the incorrect test(s), print a new package slip and send us both package slips (the one with the error and the one without). Hand write a comment on the erroneous package slip so that the lab sample receiving unit is aware of the error. The erroneous order will be resulted as Test Not Done so that it is cleared from the system. The same procedure should be followed for cases where duplicate orders are created in ETOR by mistake.
- If you would like the results to be cc’d to another agency, a comment can be entered in the “Comments” field on the Data Entry Screen to indicate this. As an alternative, this comment could also be hand-written on the package slip.

### To Print a Package Slip

- A. Click: View Package Slip ##### (to view the package slip of choice)
- B. Right Click (anywhere on the package slip) and click Print.

When the user clicks **Create Package**, a package is created the selected orders are marked as belonging to that package. Those orders are now eligible for electronic acknowledgement by the laboratory system and their status will change to reflect this.

At this point, a package slip will pop up displaying information about the created package. The package slip contains information including barcodes that the Laboratory will use when receiving the package.

Note that browsers with popup blocking software will prevent the package slip from appearing. If this occurs, you can also view the package slip by going to the Package Status screen (see below).

To prevent your browser from blocking the package slip from popping up, you can do one of the following options, depending on what browser and popup blocking software you are running:

- Disable your popup browser software
- Hold the Control key down when submitting the package
- In Internet Explorer, select Tools from the menu at the top of the screen, then choose Popup Blocker, then Popup Blocker Settings. Enter this site in the field “Address of Web site to allow.”

At this time the Firefox browser is not capable of printing the barcodes. Please use an alternate browser to enable package slip printing.

Packing Slip for Package #168 - Mozilla Firefox

Application Portal x Packing Slip for Package #168 x +

https://sson01.mich.state.mi.us/etor/package/load?packageId=168

Most Visited Getting Started Application Portal SSO - PROD - Applicat... SSO - TEST

ETOR Samples Package Slip

Date Printed: 04/17/2013 Package ID: 168

Sample Count: 1 Package Code:

Requested by:  
TEST ETOR AGENCY CLARKP (113115)  
3350 NORTH MARTIN LUTHER KING, JR. BLVD.  
LANSING, MI 48911

Created By: DOEJ1111

ETOR Id: 210

Sample ID: TEST001

Name: , (03/01/2013)

Requested Tests:

- 2748 C. trachomatis & N. gonorrhoeae Non-Culture

PLEASE CHECK TO BE SURE ALL SAMPLES ON THE PRE-LOGGED LIST ARE IN THIS SHIPMENT — Thank you.

## ***Looking Up Results***

The Search/Package screen allows the user to find out whether the test has been completed and view or download the preliminary or final result report.

To look up a test submission, click the Search button on the lower left side of the screen. Select field(s) to search by. Enter data to search on – order number, package ID number, DOB, Specimen ID, etc. Once you have located your order, click the View Report link, and print or save the result PDF.

To view a result report, select the View Results link for that order. If there is no View Results link available, a report has not been associated with this sample. If the Status is COMPLETE or PRELIMINARY but no View Results link is available, contact the [lims\\_help@michigan.gov](mailto:lims_help@michigan.gov) team via email. Be sure to have the Subject line of your email start with "ETOR." Include the order number(s) affected and the date and time you are seeing the issue.

The number of reports displayed per page can be changed by using the "Records per Page" option at the bottom. To navigate through additional reports per page select the numeric page menu at the bottom of the report list.



## An Example of a Final Report

Below is a sample report.

F66368E6-88F1-4097-97EA-B689CE309AE4\_ENG\_889B81E3-CBFF-4E05-B69C-44D9AEE3088F.pdf...

File Edit View Document Comments Forms Tools Advanced Window Help

**BUREAU OF LABORATORIES**  
MICHIGAN DEPARTMENT OF COMMUNITY HEALTH  
3350 N. MARTIN LUTHER KING, JR. BLVD.  
P.O. BOX 30035  
LANSING, MI 48909  
Phone: (517)335-8059  
Fax: (517)335-9871

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**FINAL REPORT**

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**COPY TO:** TEST ETOR AGENCY CLARKP  
Starlins Agency # 113115  
3350 NORTH MARTIN LUTHER KING, JR. BLVD.  
LANSING, MI 48911

Specimen Number: CL12-000757  
CLIA#: 23D0650909  
Date Reported: 12/12/2012 at 1:38:41PM

**SUBMITTER:** TEST ETOR AGENCY CLARKP  
Starlins Agency # 113115  
3350 NORTH MARTIN LUTHER KING, JR. BLVD.  
LANSING, MI 48911

---

Date Collected	12/11/2012	Patient Last Name	WHITE
Time Collected	00:00	Patient First Name	SNOW
Specimen Type	CERVIX	Address	,
		Patient City	ORLANDO
		Patient DOB	12/12/1982
		Submitter Patient ID	002
		Gender	FEMALE
		Location Address	,
			ORLANDO, MI 48909
		Submitter Identifier	PAC002
		Reason for Test	DIAGNOSIS

Provider NPI# 007

---

**TEST RESULTS**

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**C. TRACHOMATIS & N. GONORRHOEAE NON-CULTURE**

Chlamydia trachomatis RNA NOT DETECTED

A negative result does not preclude C. trachomatis and/or N. gonorrhoeae infection because results are dependent on adequate specimen collection.

Neisseria gonorrhoeae RNA NOT DETECTED

A negative result does not preclude C. trachomatis and/or N. gonorrhoeae infection because results are dependent on adequate specimen collection.

Test results obtained using Transcription-Mediated Amplification. For medical/legal concerns, culture is still the accepted specimen testing standard.

Page 1 of 1  
MDCH by Authority of Act. 368, P.A. 1978

## **Available Tests**

The following tests are currently available in ETOR:

- Aerobic Isolate ID – Environmental
- AFB Identification - Isolate ID
- AFB Nucleic Acid Amplification \*
- AFB Slide/Culture - Clinical Specimen
- AFB Slide/Culture - Clinical Specimen Non-Human
- Arbovirus Encep. Panel (IgM) \*
- Bacterial Respiratory PCR Panel
- C. trachomatis & N. gonorrhoeae Non-Culture
- C. trachomatis Non-Culture
- E. coli Cultural Isolate – Environmental
- E. coli (SLT) Toxin & Serology
- EIA – STX
- Enteric Bacterial Culture
- Enterovirus PCR \*
- Fungal Identification - Isolate ID
- Fungal Serology Complement Fixation
- Hepatitis A Antibody (IgM)
- Hepatitis B Antibody (Anti-HBsAg)
- Hepatitis B Surface Antigen (HBsAg)
- Hepatitis B Surface Antigen (HBsAg) – Exposure
- Hepatitis C Antibody
- HIV AB - Oral Mucosal Transudate
- HIV Ag/Ab – Serum
- Influenza
- Influenza Pyrosequencing Assay - Clinical
- Lead – Filter Paper
- Lead – Whole Blood
- Legionella – HA
- Lyme Disease - EIA
- Measles IgG
- Measles IgM \*
- Mumps IgG
- Mumps IgM \*
- Mumps PCR \*
- Neisseria gonorrhoeae – Isolation
- Neisseria - Referred Culture
- Norovirus PCR \*
- Parasitology
- Pertussis PCR
- Rabies
- Rabies AB Serology
- Rubella IgG

- Rubella IgM \*
- Salmonella Serotyping - Non-Human \*
- Salmonella/Shigella Serotyping – Human
- Student/Employee Immune Status Panel
- Syphilis (USR)
- Syphilis DFA
- Syphilis TP-PA \* (Must be ordered with Syphilis (USR))
- Syphilis VDRL
- Toxic Shock Testing \*
- Trichomonas vaginalis Non-Culture (Fee-for-service only)
- Varicella Zoster IgG
- Viral Culture
- Viral Respiratory PCR Panel

**\* Prior Approval Required**

Though other tests may be listed in the navigation bar, these other tests are being piloted and are not yet ready for use. Additional tests will be brought online soon.  
Please note, at this time, ETOR is available only for specimens submitted to the Lansing laboratory.

## ***Where to Get Help***

If you need help while using ETOR, please contact the ETOR Application Help Desk:

By email: [lims\\_help@michigan.gov](mailto:lims_help@michigan.gov)



## **Notes**

## **Notes**